



**Arizona Department of Transportation**  
**Intermodal Transportation Division**

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet Napolitano  
Governor

Victor M. Mendez  
Director

Floyd Roehrich, Jr.  
State Engineer

**November 13, 2008**

**TO: ALL INTERESTED PARTIES**

**SUBJECT: AMENDMENT NO. 1**

**REFERENCE: STATEMENT OF QUALIFICATIONS NO. 09-08,  
On-Call Statewide Referee Testing  
of Field Produced Asphaltic Concrete**

The following revisions are made to the referenced Statement of Qualifications package:

- 1) The Table of Contents has been revised to include SECTION X, ADOT CONSULTANT AUDIT CRITERIA (Information Bulletin 08-03).
- 2) SECTION II, Information Copy to Consultants, in the SOQ package referenced above, has been revised as follows:

Within two weeks after receiving notice of selection, the selected consultant and its sub-consultants are required to understand and comply with the Advance Agreement Checklist as detailed in SECTION VIII and submit financial documentation to ADOT's Office of Audit and Analysis as detailed in SECTION X of the SOQ Package.

Please be aware that the items outlined above represent the information needed to begin the audit review process. Additional information and supporting documentation may be requested.

Failure to comply with Audit requirements within the established deadlines may be considered failed negotiations.

Questions in regards to ADOT's Audit requirements or related information may be directed to ADOT's Office of Audit and Analysis at 602-712-7491.

- 3) SECTION X, ADOT CONSULTANT AUDIT CRITERIA has been added to the Statement of Qualifications package which includes the information bulletin no. 08-03.

Linda Seaman  
Contract Specialist  
Engineering Consultants Section

**AN OFFEROR MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT BY SIGNING BELOW AND INCLUDING THIS DOCUMENT AT THE BACK OF THE SOQ SUBMITTAL. FAILURE TO DO SO MAY RESULT IN REJECTION OF THE PROPOSAL.**

\_\_\_\_\_  
CONSULTANT NAME

\_\_\_\_\_  
SIGNATURE

\* This amendment is not included in the total page count in the Statement of Qualification submittal.

**STATEMENT OF QUALIFICATIONS PACKAGE  
FOR**

**CONTRACT NO. 09-08  
ON-CALL STATEWIDE REFEREE TESTING OF FIELD-PRODUCED  
ASPHALTIC CONCRETE**

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ARIZONA DEPARTMENT OF TRANSPORTATION  
ENGINEERING CONSULTANTS SECTION

INFORMATION COPY TO CONSULTANTS

REQUEST FOR STATEMENTS OF QUALIFICATION FOR  
CONSULTANTS INTERESTED IN  
ON CALL STATEWIDE REFEREE TESTING  
OF FIELD-PRODUCED ASPHALTIC CONCRETE

ECS CONTRACT NO. 09-08

TRACS NO. H LABS 01X

Statements Due: November 26, 2008

Statements of Qualifications expressing interest in the project will be received until 4:00 P.M. (Arizona Time) on the date shown above, at the office of Engineering Consultants Section, 205 South 17th Avenue, Room 293E, Mail Drop 616E, Phoenix, Arizona 85007. NO Statements will be accepted after the time specified.

Statements will be accepted from any firm or corporation who is properly registered with the Arizona Board of Technical Registration and who has a principal or officer responsible for this contract that is properly registered with the Arizona Board of Technical Registration at the time the Statements of Qualifications are due.

The selected consultant will provide professional engineering services for on call referee testing of field produced asphaltic concrete.

The consultant may be required to perform services including, but not limited to: on call referee testing of field produced asphaltic concrete.

Effective the date of the public advertisement of this contract, no further contact is allowed with any ADOT personnel concerning this project except for questions of an administrative or contractual nature must be submitted in writing and directed to the attention of Linda Seaman at the address below. This restriction is in effect until selection has been announced.

Linda Seaman, Contract Specialist  
Engineering Consultants Section (ECS)  
205 S. 17<sup>th</sup> Avenue, Room 293E, Mail Drop 616E  
Phoenix, AZ 85007  
Phone 602-712-6379  
FAX 602-712-7424

Questions will be received until 4:00 PM on November 21, 2008. A fax is also acceptable. No further questions will be accepted after the time specified.

All consultants will be notified of the consultant's request for information and the Department's response to the question. Information will be posted on the ECS Website as well as faxed to those firms that have registered for project updates.

Any violation of the above contact restrictions may be grounds for rejection of the consultants SOQ.

The Engineering Consultants Section Statement of Qualifications format for Contract No. 09-08 shall be followed when expressing interest in this project. The Statement of Qualifications package, or information regarding same, may be obtained from the address shown above, telephone (602) 712-7525. **Statements of Qualifications not following the correct format will be rejected.**

In order to qualify for selection, a firm must have on file with the Department a current "Prequalification Statement" or submit same with the Statement of Qualifications. Prequalification Statement forms may be obtained from the address shown above, telephone (602) 712-7525.

The Department may select one or more firms from among those submitting Statements of Qualification for further consideration. Previous experience in asphaltic concrete testing will be a factor in the selection.

Within two weeks after receiving notice of selection, the selected consultant and its sub-consultants are required to understand and comply with the Advance Agreement Checklist as detailed in SECTION VIII and submit financial documentation to ADOT's Office of Audit and Analysis as detailed in SECTION X of the SOQ Package.

Please be aware that the items outlined above represent the information needed to begin the audit review process. Additional information and supporting documentation may be requested.

Failure to comply with Audit requirements within the established deadlines may be considered failed negotiations.

Questions in regards to ADOT's Audit requirements or related information may be directed to ADOT's Office of Audit and Analysis at 602-712-7491.

All material submitted in accordance with this solicitation becomes the property of the State of Arizona.

Lobbying certification/disclosure certification statement will be required in the introductory letter from those submitting Statements of Qualifications.

The right is reserved by the Department to reject any and all Statements of Qualification.

Professional Liability Insurance will be required.

The Boiler Plates for all Engineering Consultant Section Contracts are not negotiable.

Partnerships (joint-ventures) will not be considered.

Reviewing the successful Proposal(s) would be allowed but copying is not permitted.

Inclusion of work hour and/or plan sheet estimates in the SOQ will not be allowed.

## **SECTION X**

### **ADOT CONSULTANT AUDIT CRITERIA (Information Bulletin No. 08-03)**



Janet Napolitano  
Governor

Victor M. Mendez  
Director

**Arizona Department of Transportation**  
**Intermodal Transportation Division**  
206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

October 15, 2008

Floyd Roehrich, Jr.  
State Engineer

**INFORMATION BULLETIN NO. 08-03**

TO: Consultant Engineering Firms, ADOT Project Managers  
& ADOT Office of Audit & Analysis

FROM: Engineering Consultants Section

SUBJECT: Pre-Award Audit Requirement Timeframe

ADOT is striving to be more efficient in working with Consultants to negotiate overhead rates prior to the execution of contracts and to minimize the problems associated with adjusting overhead rates and "trueing-up" the costs mid-way through the contracts.

Therefore, effective immediately, the procedure below must be followed in order to help ensure that overhead rates can be negotiated prior to contract execution, where applicable.

Within two weeks after receiving a notice of selection, the selected Consultant and its Subconsultants are required to comply with the Advance Agreement Checklist (SOQ Package, SECTION IX) and submit financial documentation to ADOT Office of Audit & Analysis (A&A) as detailed in SECTION X of the SOQ Package.

At a minimum, for overhead-based firms, the following documents must be submitted to A&A within two weeks of contract award.

1. Completed Consultant Audit Questionnaire  
For Consultant Audit Questionnaire and other relevant reference materials, visit A&A website at [http://www.azdot.gov/inside\\_adot/audit/publications.asp](http://www.azdot.gov/inside_adot/audit/publications.asp)
2. Financial Schedules / Statements
3. Schedules of Indirect Costs

Additional information and supporting documentation may be requested by A&A as needed.

Subconsultants that are proposing Unit Rates or Commercial Pricing Rates may have different audit submittal requirements and should contact A&A for clarification.

Failure to comply with audit requirements by the established timeframe may substantially delay the contract execution and may be considered failed negotiations.

If you have any questions or require any additional information, contact A&A at (602) 712-7491.

  
Vivien H. Lattibeaudiere, Ph.D.  
ECS Director